(1) request the employee’s resignation.

(2) recommend termination in accordance with the procedures provided in Article 22. Termination under these circumstances shall not be considered to be a disciplinary action.

ARTICLE 18

FACULTY RESPONSIBILITIES AND ASSIGNMENT OF DUTIES

UNIT A

18.1. The professional obligation of an employee in Unit A consists of both assigned and unassigned duties and activities; assigned duties will be recorded on an Assignment of Duties form along with the designated number of academic credit equivalents (ACEs) for each of those duties.

18.2. Full Workload

a. The following shall be considered a full workload: From 18 to 22 ACEs.

An employee who teaches a mass lecture shall be compensated with additional ACEs equivalent to the number of semester hours of the course. Mass Lecture will be defined in the Department Workload Equivalents document (see 18.2.c.1).

b. Art studios, music applied study and ensembles, Library assignments, and field and activity courses shall be equated on a ratio of $\frac{2}{3}$ ACE for each contact hour spent in such work. For laboratories, each actual contact hour shall be assigned at the rate of .5 to one ACE, depending on difficulty/time of preparation and the proportion of time spent teaching or supervising. Where any of the above courses also include lecture hours, each hour of scheduled lecture shall be assigned one ACE. Any Unit A counseling assignments will be negotiated between the Union and the University. Changes in these allocations can only be made in DWEs. Rationale must be provided in writing by anyone requesting a review for any changes. Any such changes must go through the required DWE process, including vote of departmental faculty; review by department chair, dean, and college faculty; and approval by the Academic Vice President in consultation with the Union Chapter President. If at least $\frac{3}{5}$ of the department faculty vote to oppose a change to Article 18.2.b., the process will terminate and the proposed change will not happen.

c. Additional workload equivalents will be determined as follows:

(1) Department Workload Equivalents (DWEs) not specified in this Article will be developed by the department chair in collaboration with the department faculty. A minimum of one departmental meeting will be devoted to seeking input from faculty and to the development of the DWE. Minutes will be taken at this meeting. All faculty members of the department/unit
will be given the opportunity to vote to recommend to approve or disapprove the final DWE document. Upon completion, the department chair will forward the proposal, the results of the vote, and a summary of the faculty comments to the appropriate dean. After reviewing the proposed workload equivalents, the faculty vote, and the faculty comments, the dean will forward the department chair’s recommendations, the faculty vote, and the faculty’s comments, together with the dean’s recommendations, to the Academic Vice President. Final approval rests with the Academic Vice President after discussion with the appropriate deans and with the Union Chapter President. Approved copies will be sent to deans, department chairs, faculty, and the Union Chapter President.

(2) **College Workload Equivalents (CWEs)** shall be developed by the appropriate dean. She/he shall distribute the CWE document to college/unit faculty for their review and comment. The dean shall submit the CWE document, along with faculty comments, to the Academic Vice President for approval/disapproval following discussion with the deans and the Union Chapter President. Approved copies will be sent to deans, department chairs, faculty, and the Union Chapter President. Subsequent modifications to the CWE after initial approval may be made when necessary by the appropriate dean following approval of the Academic Vice President following discussion with the Union Chapter President.

(3) **University Workload Equivalents (UWEs)** shall be granted by the Academic Vice President following discussion with the Union Chapter President. Approved copies will be sent to deans, department chairs, faculty, and the Union Chapter President. Subsequent modifications to the UWE after initial development may be made when necessary by the Academic Vice President following discussion with the Union Chapter President.

d. **Modification of Department Workload Equivalents and College Workload Equivalents:** In the case of a new duty or assignment that must be performed as a result of a department, unit, or program need that was not evident at the time of the implementation of this contract or as a result of a curriculum or unit change, a modification of the DWE and/or CWE may be requested by a department, the college, or the University. Modifications when necessary shall follow the same procedures discussed in 20.4.b. Any department or college considering modifications to DWE documents, under the condition stated above, must provide sufficient justification to the Academic Vice President for initiating those changes or additions to the DWE document.

e. The Academic Vice President will develop, in consultation with the Union Chapter President, timelines for submission and approval of workload equivalents.
18.3. **Preparations**

Except for activities courses, no more than five different preparations (of 3 to 4 semester hour courses) per year shall be assigned. For additional preparations, one ACE shall be awarded for each preparation of a 3 to 4 s.h. course. Except for intersession and activity courses, two 1 s.h. course preparations shall count as one preparation and three 2 s.h. courses shall count as two preparations.

18.4. **Advising**

Undergraduate and graduate advising will be covered in the DWEs.

18.5. **Departmental Independent Study/Readings**

It is expected that faculty will occasionally direct departmental independent study. Faculty supervising Independent Study/Reading shall receive PAA points as determined by the department.

18.6. **Tutored Study**

Tutored Study courses may be offered when classes do not meet the department’s enrollment thresholds (see Definitions). In general, the enrollment thresholds shall be under 15 students in a lower division class, under 10 students in an upper division class, and under five students in a graduate class. Departments may define in their DWE document enrollment thresholds different than those stated above if warranted by the unique nature of a class within their discipline. Faculty members assigned to teach a tutored study course shall receive the pro rata equivalent of one ACE for five students in a 3 s.h. course. Appropriate ACE assignments may be specified in DWEs, but these equivalents will never be less than one ACE for five students in a 3 s.h. course.

18.7. **Team Teaching**

For courses that are team taught in which all participating faculty teach throughout the entire semester, each faculty member shall receive the full ACEs for the course. In other cases, the ACEs will be divided proportionately among the faculty based on their level of responsibility in the instruction.

18.8. **Internships**

Internship supervision shall be awarded between .1 and .4 ACE per student, based on number and distance of site visits and level of supervision required, as defined in the DWE document (see Article 18.2.c.[1]).

18.9. **Pre-Student Teaching and Student Teaching Supervision**

Workload for pre-student teaching supervisors, when such supervision is conducted outside of a class for which an employee receives ACEs, shall be awarded between
.1 and .4 ACE per student, based on number and distance of site visits and level of supervision required, as defined in the DWE document (see Article 18.2.c.[1]).

A full workload for student teaching supervisors shall be from 24 to 36 student teachers per academic year.

18.10. **Off-Campus Instruction**

Off-campus course assignments will be based on program need. Faculty will be asked to indicate in writing their willingness to participate in off-campus instruction, and that information will be taken into consideration when assignments are made.

18.11. **Distance Education** (See Article 16.)

18.12. **Intersession Courses**

Faculty who teach intersession courses during the regular academic year may choose to be compensated either with ACEs in their annual workload or by payment at a rate equivalent to the rate paid for overload, regardless of their total ACE load. Assignment of intersession teaching will be made to faculty who indicate in writing their willingness to teach during intersession. Intersession courses taught outside the regular academic year (after spring and before fall semester) will be paid at the Summer Session rate.

18.13. **Overload**

a. Faculty assigned more than 22 ACEs will receive overload compensation at the rate specified in Article 29.8.

b. If a faculty member is absent from her/his duties, another faculty member may be assigned to perform those duties by the department chair. If the assignment exceeds one week, the faculty member performing the duties shall receive compensation prorated for the period of assignment beginning with the second week of the assignment. The compensation shall be based on 150 minutes taught in a week for a three ACE class in a 16-week semester, or equivalent.

c. Voluntary overload shall not exceed nine ACEs per year. Involuntary overload shall not exceed six ACEs per year.

18.14. **Assignment of Duties**

a. The Academic Vice President shall develop (1) the forms to be used to record officially assigned duties and (2) the timetable for the development of course schedules and assignment of duties, and of Summer Session rotation. The Academic Vice President will review the forms and timetable with the Union Chapter President before they are distributed to employees. A copy of the timetable shall be provided to each employee by September 1 unless otherwise agreed to by the Academic Vice President and the Union Chapter President.
b. The department chair is responsible for assigning duties. Employees shall have an opportunity to discuss and receive adequate notice regarding their assignment of duties. In accordance with the timetable distributed by the Academic Vice President, faculty

(1) may indicate their preference regarding assigned courses, scheduling, reassigned time, and assignment of specific duties, and may request resources necessary to accomplish the proposed assignment.

(2) shall receive preliminary written notice of their teaching assignment for the next semester.

(3) shall have an opportunity for consultation regarding this assignment.

(4) shall receive final, written notice of their assignment of duties for the next semester. Modifications in this assignment shall be discussed with the employee at the earliest possible time and recorded on a new Assignment of Duties form, signed by the employee.

c. Late changes in assignment may be necessitated by unexpected changes in personnel or enrollments. Reasonable opportunity for consultation shall be provided before such late changes are recorded and a revised Assignment of Duties form is provided to the faculty member.

d. A reasonable effort will be made to contact employees away from campus on University business regarding their assignment of duties in accordance with requirements of Articles 18.14.b. or 18.14.c. above.

e. Written assignment of duties for all faculty will be submitted to the appropriate dean for final approval.

18.15. **Office Hours and Faculty Accessibility**

Each employee shall maintain a schedule of at least four office hours per calendar week spread over at least three days. These hours shall be scheduled to allow reasonable access and shall be posted. Department chairs may allow an adjustment or appropriate substitution to the above office hour requirement to provide for non-traditional classes or unique teaching situations.

If necessary and reasonable, faculty are expected, and have a professional obligation, to be accessible to meet students, other faculty, and staff, as well as attend meetings, on days and times other than those of posted office hours and scheduled classes.

18.16. **Summer Session Appointments**

See Article 19, Summer Session.
18.17. **Outside Employment, Outside Teaching, and Consulting**

a. Outside employment while employed on contract as a full-time faculty member at Western Illinois University represents a potential conflict of commitment and interest. Such employment is prohibited without prior approval of the Academic Vice President, following submission of the request to the department chair and dean with recommendations for approval/denial. Such request will indicate the nature of the outside employment and an estimate of the amount of time which will be involved. If approved, an employee’s performance of professional obligations to the University as specified in Article 18.1. shall have priority over any outside employment.

b. Outside teaching includes all forms of instruction whether in the classroom or via distance learning offered by other entities (including for-profit organizations). With the exception of occasional guest lectures or seminars, teaching for another entity while employed on contract as a full-time faculty member at Western Illinois University represents a potential conflict of commitment and interest. Such teaching is prohibited without prior approval of the Academic Vice President, following submission of the request to the department chair and dean with recommendations for approval/denial. Such request will indicate the nature of the outside employment and an estimate of the amount of time which will be involved.

c. With the approval of the Academic Vice President, following submission of the request to the department chair and dean with recommendations for approval/denial, an employee may engage in consulting activities for which the employee receives compensation for entities outside the University while employed on contract as a full-time faculty member at Western Illinois University. Such request will indicate the nature of the consulting activity and an estimate of the amount of time which will be involved. Such activities are to be limited to no more than 20% of an employee’s work time (example: in a five-day week, an employee is limited to one day of consulting).

18.18. **Teaching Certification Portfolios**

No faculty member shall be assigned more than 10 portfolios without receiving ACE compensation. Evaluation of Teaching Certification Portfolios over 10 portfolios, when such evaluations are conducted outside of a class for which an employee receives ACEs, shall be awarded a range of between .5 and one ACE per 10 portfolios or fraction thereof (in no less than .5 increments), to be determined in the DWE based upon the number of and length of entries to be evaluated and the responsibility of the faculty member in overseeing the portfolio process.

18.19. **Grants and Contracts**

If an employee is assigned to work on an externally funded grant or contract, the employee may request the Academic Vice President to exclude such work from her/his assigned obligation. The Academic Vice President, after consulting with the
department chair and dean, shall review each request for exclusion individually. If the work is not excluded, the Academic Vice President shall determine the value of such work in terms of ACEs. (See Article 29.5.)

18.20. **Program Accreditation**

Faculty members assigned to oversee, collect, and/or analyze data; write reports; or otherwise to be involved in program accreditation will be awarded one to three ACEs per academic semester based upon the level of their involvement in the accreditation process as defined by the DWE document.

**ARTICLE 19**

**SUMMER SESSION**

**UNIT A**

19.1. **Summer Session Appointments**

a. Each academic year, the University Administration shall, on the basis of program needs, prepare a schedule of courses or instructional activities to be offered during the Summer Session.

b. Rotation Plans

   (1) A department’s rotation plan will be used to determine which, if any, department employees will be offered departmental Summer Session employment. Employees on terminal contracts will not be eligible for Summer Session employment.

   (2) Program needs shall supersede a department’s rotation plan in determining which, if any, department employees will be offered departmental Summer Session appointments. Except for special program needs, department employees shall be given priority in the award of Summer Session employment.

   (3) A department rotation plan shall ensure that tenured/tenure-track employees in the department have equal access to departmental Summer Session employment during a Summer Session. No faculty member shall teach two summers in a row unless all other faculty on the roster have passed on the teaching opportunity, actually taught a Summer Session course, or unless there is program need.

   (4) Tenured/tenure-track employees shall be given priority in Summer Session teaching assignments; Associate Faculty shall be given priority over temporary employees in the award of Summer Session appointments.

   (5) After a review of the existing Summer Session rotation plans, the Academic Vice President will consult with the Union Chapter President regarding
guidelines for use by departments in reviewing existing rotation systems. The guidelines will be sent to each department by October 15, 2007.

(6) Each department chair, after consultation with department employees, shall submit the department’s rotation plan to the appropriate dean and Academic Vice President for approval. The Academic Vice President shall review all plans to ensure their consistency with University guidelines and to ensure that department employees have equal access to departmental assignments during a Summer Session. The Academic Vice President shall provide to the department chair, with copies to all department employees, a written statement which (1) approves the department’s rotation plan or (2) disapproves the department’s rotation plan in whole or in part. In the event of disapproval in whole or in part, the statement will contain the reasons for disapproval and any suggestions for modifications of the plan. If a department has no approved rotation plan, the Academic Vice President, after consultation with the Union Chapter President, shall establish a rotation plan for the department. Once approved or established, a department rotation plan shall remain in effect for the duration of this Agreement. The Academic Vice President will prepare and distribute a timeline for implementation of this Article.

(7) A copy of the approved department rotation plan shall be provided to each department employee as specified in the University timetable. Each employee who desires a Summer Session appointment shall notify her/his department chair by the date specified in the University timetable.

c. Firm Contracts

An employee who receives a Summer Session assignment shall receive a firm contract for the appointment by no later than 30 calendar days prior to the date the appointment is to begin. For a class with insufficient enrollment 30 days prior to the first day of class, the Academic Vice President may either cancel the class or, if sufficient enrollment is anticipated, the employee may choose to remove him- or herself from the assignment or to accept a contract issued at the time the class is sufficiently enrolled.

d. An employee’s position on the Summer Session rotation roster will be based on assignment of Teaching/Primary Duties on and off campus. Assignments not affecting an employee’s position on the Summer Session rotation roster include (1) Independent Study Program courses and (2) work funded by an external grant/contract obtained by the employee.

19.2. Summer Session Compensation (See Article 29.11.)